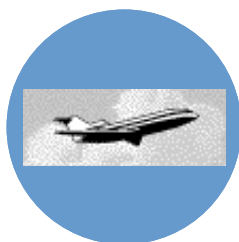


July 22, 2003

Volume 1, Issue 3



# FAA Procurement News

## Featured Organization

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The Western-Pacific Region's Acquisition Management Branch, AWP-55 promotes customer satisfaction through successful partnerships that result in an inclusive and effective procurement and administration of contracts for construction, equipment, supplies, and services while maintaining public confidence in the procurement system.

The FAA Western-Pacific Region's area of responsibility encompasses Arizona, California, Nevada, Hawaii, Guam, and American Samoa.

In the Western-Pacific Region, the Acquisition Management Branch Manager also serves as the Agency Program Coordinator (APC). She provides guidance concerning policy and program



Western-Pacific Region Office

support. The alternate Agency Program Coordinator reviews transactions, provides information to Bank of America, provides training information to the field and staff offices for new cardholders, approving officials, and others who need the information to perform their duties. The alternate Agency Program Coordinator is also the Small Business Representative and encourages all cardholders to purchase from small businesses. The region has over 1,000 cardholders in Arizona, California, Nevada,

Hawaii, Guam, and American Samoa.

For more information on this program, contact Judy Sullivan at (310) 725-7557.

ACQUIRE was implemented in an effort to replace SAM, the old system used for purchasing and acquisitions. However, ACQUIRE has many features that do not fit within the business practices of the FAA. As a result, the agency decided that the Procurement Request Information System Management (PRISM) would be a better choice. PRISM is designed specifically for federal purchasing. The system is currently being used by many other Federal Agencies for purchasing and acquisitions. PRISM is an efficient and very user-friendly system.

## Who We Are

Several different lines of business are working on PRISM. The implementation team discusses issues that arise from questions and concerns of the System Administrators due to certain decisions that have been made by management. The conversion teams works to convert data from ACQUIRE to PRISM. The Real Estate Team makes sure that PRISM will accommodate the business practices of the real estate and utilities team.

PRISM is expected to be implemented sometime in October/November of FY-04. Training for all users including core and casual will begin in August and continue through September 2003.

For question pertaining to ACQUIRE/PRISM you may contact Deana Galloway at (310) 725-7548 or Brian Edwards at (310) 725-7545.

UNICOR, a Government owned corporation, which employs convict labor in Federal Prisons is a required source as directed by Congress. The money earned by the convicts goes to-

ward paying restitution to the victim's families. UNICOR manufacturers are located in most Federal Prisons.

UNICOR products tend to be more expensive than commercial furniture. This is because UNICOR buys materials from foreign nations to help offset purchases from the U.S. For example, Israel purchases F-16's from the U.S. This results in millions of dollars into the U.S. economy. Since Israel is a small country, it can't afford the drain of millions of dollars from their economy. So, the U.S. Government buys products from Israel to help offset the flow of money. As a result, UNICOR purchases all of its fasteners from Israel even though it would probably be cheaper to purchase them at the local Home Depot. Unfortunately, not everyone understands this and complain when UNICOR products sometimes cost a bit more than commercial furniture.

"Some people feel that the quality of UNICOR products does not

match that of commercial furniture products. I thought of this myself several years ago; when I was assigned the responsibility of purchasing UNICOR furniture. I soon became very aware of all available office furniture. Every time I went into an office environment I studied the furniture very carefully. I've seen just about everything that is on the market and I've come to the conclusion that except for "high-end" products (which we are not going to purchase anyhow), "UNICOR offers furniture that is as good or better than anything else on the market" (Jim Travers, Contracting Officer, AWP-55).

The Acquisition Management Branch, AWP-55 handles the larger dollar amount furniture orders from UNICOR throughout the Western-Pacific Region.

For questions pertaining to UNICOR, you may contact Jim Travers at (310) 725-7556 or Kenneth Wilcox at (310) 725-7549.

Currently, the Acquisition Management

## Who We Are (cont.)

Branch has offices in San Diego, CA McCarran International Airport ATCT/TRACON (LAS) Las Vegas, NV Los Angeles International Airport ATCT (LAX) Los Angeles, CA Oakland International Airport ATCT's (OAK) (2 Towers) Oakland, CA Sky Harbor International Airport ATCT (PHX) Phoenix, AZ San Francisco International Airport ATCT (SFO) San Francisco, CA.

Sometime in the near future, American Samoa will be added to the list along with Guam. You may contact Jim Travers at (310) 725-7556 or Kenneth Wilcox at (310) 725-7549 with any questions or concerns regarding security guards.

In accordance with Sec-

tion T3.10.1 of the Acquisition Management System (AMS), Contracting Officer Representatives (COR's), and Contracting Officer Technical Representatives (COTR's), or better known as Resident Engineers (RE's) are required to attend training within three (3) months of appointment on services and/or construction projects, and obtain adequate refresher training thereafter. Headquarters has approved the review of the Western-Pacific Regional COR/COTR Handbooks as acceptable refresher training. Newly appointed COR's, COTR's/RE's are still required to complete the initial training within three (3) months of appointment. On-line initial COR/COTR training can be obtained through the Federal Acquisition

Institute at: <http://www.faionline.com>.

Once the initial training has been completed, a copy of the certificate must be submitted to the Acquisition Management Branch, AWP-55. Once you have thoroughly reviewed and understood the COR/COTR Handbook, please sign the Certification of COR/COTR Review form located in the blank forms section of the handbook and mail to:

Federal Aviation Administration  
Acquisition Management Branch, AWP-55  
P.O. Box 92007  
Los Angeles, CA 90009-2007

If you have any questions regarding this program please feel free to contact Elsa Gonzalez at (310) 725-7567.

## CONTRACTOR PERFORMANCE DATA BASES

This article is a follow-up to the October 2002 edition of Procurement News. FAA acquisition officials now have access to two contractor performance databases.

The National Institutes of Health (NIH) Contractor Performance System (CPS) and the Past Performance Information Retrieval System (PIRS) sponsored by

the DoD E-Business Office and administered by the Naval Sea Logistics Center Detachment Portsmouth, New Hampshire.

## AMS Update

Guidance, and policy changes in the AMS update for the 3rd Quarter 2003.

T1.9.1 Initiating and Developing Changes (Yvonne Joseph)

T3.1.4 Delegations (Yvonne Joseph)

T3.1.8A Marking of Source Selection Sensitive Information (Tim Ashley)

T3.2.1.4 Chief Financial Officers Act Require-

ments (Yvonne Joseph)



T3.2.2 Source Selection (Yvonne Joseph & AIO-200)

T3.2.2.5 Commercial and Simplified Purchase Method (Wilhelmina Buster)

T3.6.1 Small Business

Utilization Program (Yvonne Joseph)

T3.10.1 Contract Administration (Aileen Stafford & ASU-300)

T3.14.1 Security (Ross Parker)

3.2.1.3.12 Public Announcement (Yvonne Joseph)

Clause 3.2.4-6 Fixed Fee (Yvonne Joseph)



### **REMINDER**

**OMB/OFPP  
QUARTERLY  
PURCHASE  
CARD  
REPORT for  
the period 1  
April - 30 June  
2003 is due 25  
Jul 2003.**

## CONTRACT OPPORTUNITIES

Contract Opportunities <http://www.asu.faa.gov/faaco/> is the FAA web site for publicizing contracting activities such as solicitation availability, contract awards and draft document distribution. It features an auto notify system that allows users to selectively subscribe to announcements based on re-

gional locations. All of our announcements are also electronically sent to the government wide Electronic Posting System (EPS) for further visibility. A couple of the most recent modifications include incorporating the new contract numbering system and an option which gives the CO a choice of

whether a modification to an announcement warrants being sent to subscribers. If you need to use the system you need to obtain a password from ASU-110

For additional information/comments contact Tim Ashley at 202-267-8554 or [tim.ashley@faa.gov](mailto:tim.ashley@faa.gov)

## CONTRACTOR PERFORMANCE DATA BASES (cont.)

All modals of the Department of Transportation (DOT) are expected to input completed contractor performance information into the CPS. The CPS information is fed into the PPIRS. DOT is one of over 13 agencies that feed past

performance information into the CPS. Once CPS information is fed into the PPIRS, users have access to over 30,000 records from many government agencies. Both the CPS and PPIRS are excellent tools that can be

utilized in the source selection process.

Contact Ross Parker, FAA Contractor Performance System Administrator at [Ross.Parker@faa.gov](mailto:Ross.Parker@faa.gov) or (202) 267-7527 for additional information.

## Construction Nonconforming Parts

Nonconforming Parts including Suspected Unapproved Parts (SUP's) guidance was included in the AMS, July 2002, at T3.10.4 (9). The new guidance outlines preventing, detecting, segregating, disposing, and optional reporting of nonconforming parts, including SUP's at construction sites.

ASU in conjunction with ANI developed a plan to get feedback on the utilization of the guidance, tracking the completion of ANI SUP's training, and determining if reporting procedures in FAST are being utilized.

As a follow-up to the AMS guidance, ASU is conducting interviews

with field personnel who have provided feedback during the development of the guidance for awareness proposes. Observations were that the majority of persons interviewed are aware of the Nonconforming Parts/SUP's guidance, however, the opportunity to utilize the information has not occurred due to the lack of need. Of the six persons interviewed to date, one reported information on Nonconforming Parts utilizing contract procedures.

The SUP's awareness training workshops were completed May 14, 2003. The workshops showed field personnel how to recognize, iden-

tify and see indicators relating to Nonconforming Parts including SUP's at construction sites. The training was conducted by ANI at each of the 9 regions and the Engineering Center in Arlington, Virginia. A video of the training is being made and will be available in early fall of this year.

The utilization of Nonconforming Parts/SUP's reporting in the field has not progressed to the level to establish a database for tracking Nonconforming Parts/SUP's. If sufficient data is gathered at a future date, the tracking system will be included on the ASU-110 home page in FY- 2004.

## Purchase Card Sources of Supply

Are you on the edge when it comes to buying products and services using the purchase card? You can take the edge off by keying into your web browser one simple address – [www.basesupply.com](http://www.basesupply.com).

Base Supply is a program that is geared for Federal agencies that need to purchase office supplies that are competitively priced and

possess high quality standards.

First thing you do is to set-up an account with a secured user ID and password. Orders placed by 2 p.m. EST will be delivered to the designated location by the next day. Returns are not a problem either – the process is completely automated. Users of Base Supply also have access to

online support provided personally by a support staff team member. The federal customer gets to buy products with a price and quality that meet or exceed commercial items. Also when users patronage Base Supply they provide jobs for people with disabilities; and have at their disposal a supply source that is compliant with the Javits-Wagner-O'Day Act.

*Procurement Support & Information Services Branch*

*FAA, Acquisition Policy and  
Procedures Division  
800 Independence Ave., SW  
ASU-110, Rm 435  
Washington, DC 20591*

*Phone: 202-267-9674  
Fax: 202-267-8401  
Email: aileen.c.stafford@faa.gov*

*We are interested in hearing from you regarding this  
and future Procurement News issues. Send your in-  
formation regarding topics, articles, ideas, comments  
and suggestions to the editor. Thanks.*

*Aileen C. Stafford, Editor*

*Coming Together is a Beginning.  
Keeping Together is Progress.  
Working Together is Success.*

*Note to Readers - this will be my last issue of the FAA Procurement News.  
I will be joining my husband, Captain (P) Armand Stafford at his new  
duty station in San Antonio, Texas. Ralph Randall will be the new editor.*

*Aileen Christina Stafford  
Editor*